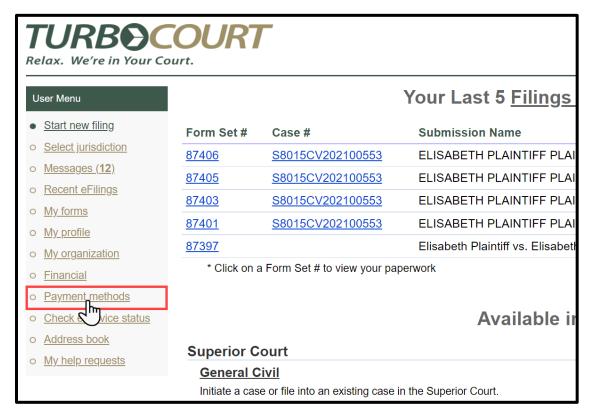
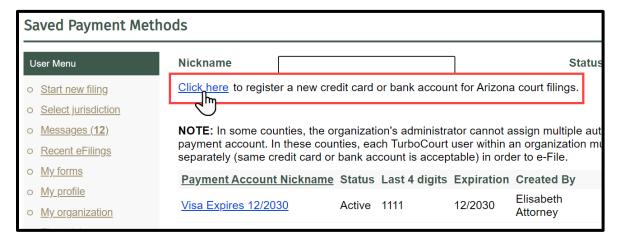
## How to Create a Payment Method (Token) for an Organization

1. Firm Administrator logs in to <u>TurboCourt</u> > Select Payment Methods from the User Menu



2. **Select Click here** to register a new credit card or bank account > *Page redirects to nCourt* 

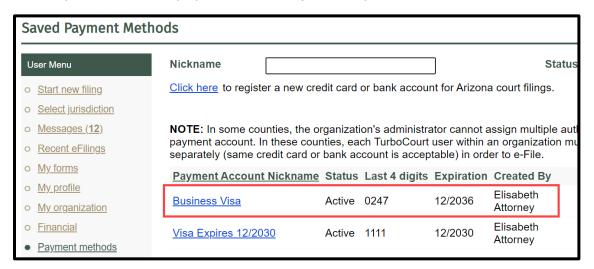


3. Enter Payment Information <u>and</u> Billing Information > Select Submit Information

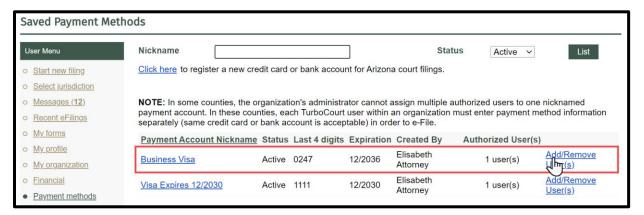
Note: Card/Account Description is the Payment Account Nickname for the payment method



4. The newly created token displays within the list of Saved Payment Methods



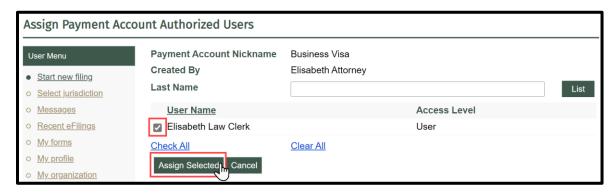
Additional members of the organization may be authorized to use the new payment token >
 Select Add/Remove User(s) associated with the payment method to be authorized



6. A list of currently authorized users displays > Select Assign Authorized User(s)



7. A list of the organization's users displays > Select the box next to the User Name(s) to be authorized > Select Assigned Selected



## 8. User Name Appears in the List of Authorized Users

